



# QUICK COPY SERVICES

For today's fast paced work environment



# *Fast and Dependable...*

for customers that deserve the best in value and customer service.

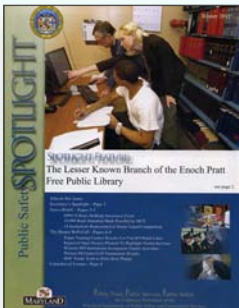


Our broad range of high-quality copying and printing services provides quick reliable service at competitive prices for all your business documents. Choose from a wide selection of specialty or recycled papers available in a variety of colors, sizes, and textures to meet your exact specifications.

You have the option to email, mail or drop-off your projects, or ask about our courier service.



## *Digital Copy & Print Services*



Flyers

Newsletters

Post Cards

Letterheads

Invitations

Posters



We can output a full spectrum of sizes, colors, and paper weights to meet your visual preferences. Just send us your digital file in PDF, or TIFF formats, or create print-ready files in graphic design software programs such as Adobe Photoshop®, Adobe Illustrator®, Adobe InDesign®, or Quark Express® documents.



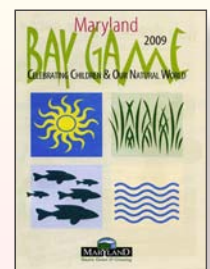
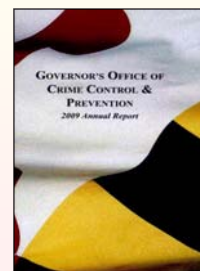
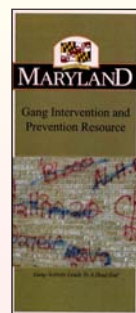
Pamphlets

Reports

Manuals

Presentations

Brochures



*For more information, contact Customer Service at 410-540-5555*





*When you're in a hurry,  
so are we...*

Quick Copy offers full color or black and white copying using state-of-the-art digital copiers.

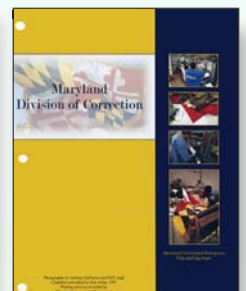
Our highly trained staff can provide personalized attention and work with you to determine the best products and solutions to meet your specific needs.



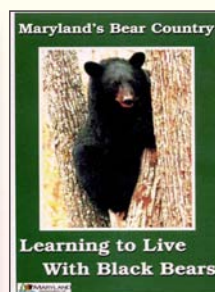
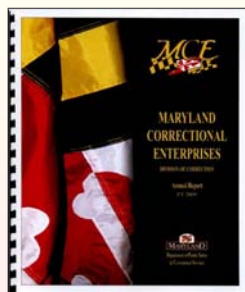
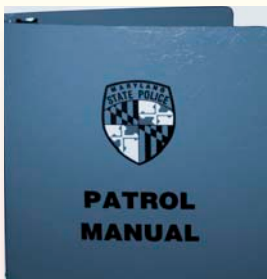
## *Finishing & Binding Services*



Collation  
Stapling  
Folding  
Drilling  
Tab Insertion  
Laminating



Make MCE your one stop shop when it comes to printing, copying, and finishing all your professional documents. You can rely on our staff to meet your deadlines without sacrificing quality with our quick and reliable service.



Coil  
GBC  
Tape Binding  
Saddle Stitching  
3-Ring Binders



*Let us complete your job with our hassle-free Mailing & Distribution Service!*

# Ask about our new Environmentally Friendly Printing Technology!

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## More MCE Products...

Office Furniture  
Modular Furniture  
Seating  
Tables  
Metal Products  
Shelving  
Storage  
Classroom Furniture  
Library Furniture  
Dorm Furniture  
Institutional Furniture  
Outdoor Furniture

Signage  
Apparel  
Bed & Bath  
Graphics  
Picture Frames  
Flags  
License Plates  
Brushes  
Cartons  
Cleaning Products  
Hand Sanitizer & Soap  
Food Products

## Services...

Furniture Restoration  
Embroidery/Silkscreening  
Digital Color Copying  
Printing & Binding  
Mailing & Distribution  
Data Entry  
Laundry  
Agriculture  
Moving  
Surplus Removal/Disposal  
Office Planning/Design  
Blueprint Duplication  
Recycling

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**[www.mce.md.gov](http://www.mce.md.gov)**

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Martin O' Malley, Governor  
Anthony G. Brown, Lt. Governor  
Gary D. Maynard, Secretary

